

Socio-Econom

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0148

ISSUE DATE: October 21, 2013

CLOSING DATE: November 4, 2013

TITLE: PROGRAM SPECIALIST 2 SOCIO-ECONOMIC

DIVISION/UNIT: HOUSING & COMMUNITY RESOURCES / HOUSING PRODUCTION/
NEIGHBORHOOD ENHANCEMENT PROGRAM

LOCATION: 101 South Broad Street
Trenton, New Jersey

SALARY RANGE: P 21/ \$50,643.69 - \$71,698.74

POSITION(S): 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under the supervision of a Program Specialist 3 or 4, Socio-Economic Programs, or other supervisory official in a State department or agency, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of programs designed to meet the socio-economic needs of a specified client population, typically the elderly or low income families, in areas such as energy, utility, or housing assistance; does related work as required.

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree

EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating programs designed to meet the socio-economic needs of the elderly or low- income families.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in Public or Business Administration, one of the social sciences or other discipline appropriated to the position may be substituted for one (1) year of experience.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

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- ___ A promotable eligible exist within the unit scope.
 - ___ A promotional or open competitive list exists.
 - ___ Depending upon the qualifications of applicants, appointment may be made at a lower level.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0148
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

Interviews will be granted on the basis of the resume. Applicants with classification experience preferred.

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer